

**Business Office  
Email:** [**CHS-Business-Orders@uky.edu**](mailto:CHS-Business-Orders@uky.edu)

**Link:** [**https://www.uky.edu/chs/ofa/online-order-forms**](https://www.uky.edu/chs/ofa/online-order-forms)

How To Complete the Independent Contractor Process

***All orders should flow through the Division’s Staff Support***

If there is a need for someone to do work for CHS that is not on payroll as an employee or as a student, contact the Business Office to determine if it is advisable to make payment via an Independent Contract. An example for this need could be a Visiting Speaker, Photographer, Interpreter, or Musician. Please see the Worker Status Evaluation Form below for more information. We will also need to verify that no one is already employed by the University that can complete the job needed.

The Business Office will complete a Worker Status Evaluation Form and send it to HR annually for all of our part time instructors.

List of needed forms for this payment to be processed. Please see each section below for more information: Completed online order form approved by the PI/fiscally responsible signer, Worker Status Evaluation Form, Payment Works Vendor Application or a current Vendor Number previously approved (These numbers created before the Payment Works program are being removed from the system on a regular basis so contact your analyst if you want to check), Independent Contractor Scope of Work, and Invoice.

1. Submit a complete online order form for all orders. If the PI/Fiscally responsible signer has signed the Independent Contractor Scope of Work form, check the radio button “This is for research subject or guest lecturers.” This will send the order directly to the Business Office for processing. The PI/Fiscally responsible signer does not need to approve the order twice. In the Business Purpose section of the online order form, type for example: “This is an Independent Contractor Payment for (name), please see all completed documents attached required for payment. A Payment Works application has been initiated.”
2. Please fill out this Worker Status Evaluation Form as completely as you can. This form has to be approved by Human Resources before payment can be made.



1. Submit the Payment Works application for a vendor number for the participant through myUK, Enterprise Services, Workflow, and Payment Works. This process can take up to 2 weeks. Details can be found in the Payment Works SOP attached below. Make a note in the online order form (see above) that this process is started in the instructions or business purpose section of the online order form so that your Analyst is aware. If the Staff Support begins this process in a timely manner, payment can be completed sooner as well.



1. Submit this Independent Contractor Scope of Work form – signed by both the vendor and the PI/fiscally responsible account holder on the Cost Center.



1. Submit an invoice with the Cost Center(s) and confirm dates of service and allocation of payment and ensure that all attachments are accurate and complete before submitting to the Business Office.
2. The Business Office approves and completes the PRD payment based on the date of the end of the contract, completion of the forms which include: online order approved by the PI/fiscally responsible signer, approved Worker Status Evaluation, receipt of the Payment Works Vendor number, completed and signed Independent Contractor Scope of Work, and Invoice.
3. Any follow-up queries should come from the Staff Support to your Financial Analyst in the Business Office. Order updates can be viewed in the online system. If you contact your Analyst concerning an order, please have the order number available.

**University Business Procedure:**

<https://www.uky.edu/ufs/business-procedures-manual?combine_op=contains&combine=independent+contractor>